



Lesbian Gay Bisexual Transgender Resource Center

2026-2027 Student Intern Job Description

The Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) Internship Program consists of student interns that coordinate educational programs and assist with the operational needs of the center serving the UC San Diego community. Student Interns assist with center operations, marketing, and community outreach for students, staff, faculty, and the San Diego community. Student Interns also support the Assistant Director with the coordination of signature events including but not limited to: Rainbow Welcome, Transgender Day of Remembrance, Transgender Day of Empowerment, Out and Proud Series, Rainbow Ceremony and Affiliates Leadership Series.

Qualifications:

Student staff should:

- Be able to understand and articulate social justice issues.
- Must be committed to the mission and vision of the UC San Diego LGBT Resource Center and serve as an enthusiastic representative of the LGBTRC.
- Have proven experience working cooperatively as part of a team.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Ability to stay well-informed of current events on campus and general campus climate.
- Previous experience organizing events preferred, with demonstrated interest in creative educational programming at UC San Diego around LGBTQIA+ issues.

Programming Job Duties

- In collaboration with fellow interns, support and/or create active programs focused on educational and social programming addressing the needs of the UC San Diego community. Including but not limited to themes surrounding liberation, healing, sexual health, LGBTQIA+ issues.
- Outreach to organizations to build partnerships with the LGBT Resource Center
- Engage the theme of the internship using various approaches, including the arts, community building, social justice, history, and media.
- Ensure that programs meet the educational mission of the LGBT Resource Center
- Publicize and build awareness of each program through the Rainbow Newsletter, Campus Community Centers, student organizations, campus departments, and word of mouth
- Complete required program paperwork, including receipts, program proposals, and program evaluations.
- Track spending for program costs



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Operations Job Duties

- Update LGBT RC page on social networking sites as necessary
- Maintain and update the Rainbow Library, the book library, the media library, and the resource library
- Assist the Operations Coordinator in maintaining and updating the center calendar, online registration forms, social media, and Rainbow Newsletter
- Coordinator by utilizing simple word processing and content creation
- Update the LGBT RC board publicity board

POSITION OVERVIEW

Student interns are responsible for keeping the Lesbian Gay Bisexual Transgender Resource Center (LGBT RC) open during operational hours and are the front line representatives of the LGBT RC to the UC San Diego community. Therefore, it is imperative that student interns maintain good connections with all community members by creating and maintaining the RC as an open and diverse space to explore issues of gender identity and sexual orientation. Student internships are tied to their academic careers at UC San Diego. Student interns are required to enroll in the two (2) unit Critical Gender Studies Practicum for Spring 2026. Each of the student interns will also have a programming or operational area of responsibility within the Resource Center. Interns are employed from **June 05, 2026- June 11, 2027**

REQUIREMENTS FOR EMPLOYMENT

- Must be a full-time UC San Diego undergraduate student for the entire academic year with registration fees paid in full
- Must be able to work 10 hours per week
- Total employment hours at UC San Diego must not exceed 19.5 hours per week
- Must be able to work shifts between 10am-5:30pm
- Must attend Fall Staff Training September 15-23, 2026.
- Must be enrolled in the Critical Gender Studies (CGS) 198 class in the Spring of 2026, Mondays 3-4:20pm.
- Must be available Wednesdays 3-4:30pm during duration of the Internship
- Duties may require direct contact with children (defined as individuals under the age of 18); completion of the Child Abuse and Neglect Reporting Act (CANRA) form will be required.

SPECIFIC RESPONSIBILITIES

Administrative

- Check e-mail once a day



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- Complete timesheets every week
- Provide supervisor with quarterly schedule prior to commencement of each academic quarter, and notify supervisor of any schedule changes
- Complete program proposals and evaluations

Front Desk Duty

- Greet incoming visitors
- Give center tours
- Direct visitors to appropriate resources
- Provide primary phone reception
- Perform daily, weekly and monthly space maintenance
- Open and/or close the Resource Center

Training and Staff Meetings

- Must attend Staff Training September 15-25, 2026.
- Attend weekly supervision meetings
- Attend weekly small team meetings, Wednesdays 3-4:30pm

Office Hours

- Complete area of responsibility
- Complete other projects as assigned by professional staff
- Maintain visible presence in the RC during office hours

LGBT RC Events and Programs (as designated by professional staff)

- Attend and staff LGBT RC Signature Events, including, but not limited to, Rainbow Welcome, World AIDS Day, Out and Proud Series, and Rainbow Ceremony.
- Provide quarterly social and educational programming

Academic Integration

- Enroll and complete CGS Practicum (2 units) Spring 2026

Other Duties as Assigned



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